

## Professional Profile

Translating and copy-editing a wide variety of documents for a variety of clients

- Translating Polish to English
- Keeping to strict deadlines
- Attention to detail
- Outstanding copy-editing for accuracy and style
- Excellent research skills
- Exceptional sensitivity in choosing the appropriate style for a translation
- Use of Computer-Aided Translation software (*Wordfast Pro*) to improve workflow
- A great deal of experience in MS Word and MS Powerpoint

## Professional Accomplishments

### **Sigillum Professional Language Services, 2009-Present**

- Translation of a wide variety of business, legal, advertising, and academic texts
  - press releases, newspaper articles, presentations, training materials, websites, contracts, minutes, academic papers, books, and so on
- Keeping to strict deadlines – outstanding time management skills
- Exceptional ability to maintain the style of the original text

### **Narrator Biuro Tłumaczeń, 2009-Present**

- Translation of a large number of documents in a variety of styles
  - books, reviews, biographies, programme notes, academic papers, etc.
- Keeping to strict deadlines – up to 30 pages a day maximum

### **Cracow University of Technology, 2014-Present**

- Copy-editing/proofreading of technical books, user manuals, etc.
- Keeping to strict deadlines – one project (>200 pages) may be proofed within 2 weeks
- Determination to ensure the consistency, coherence, clarity and accuracy of the text

### **ExLibro Translation and Publishing Services Agency, 2013-Present**

- Copy-editing/proofreading of a wide variety of business, legal, and marketing texts, incl. books
  - Keeping to strict deadlines – outstanding time management skills
  - Exceptional ability to maintain the style of the original text
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## Work History

<b>Contract Copy-editor</b>	Allaboutparenting.com	October 2021 – current
<b>Contract Translator</b>	Wagner International, Kraków, Poland	2020 – current
<b>Full-time Freelance Translator</b>	Kraków, Poland	2005 – current
<b>ELT Consultant</b>	Bell Kraków, Kraków, Poland	1998 – 2005
<b>Project Supervisor</b>	Bell Kraków Teacher Training College, Kraków, Poland	2003 – 2004
<b>EFL Teacher</b>	English School of Communication Skills, Kraków, Poland	1994 – 1997

## Education

<b>BA (Hons) in Linguistics</b>	University of East Anglia, Norwich, UK	June 1990
<b>Currently studying MA in Corpus Linguistics</b>	Lancaster University, Lancaster, UK	October 2021 – September 2023
<b>Practical Introduction to Python Programming</b>	Lancaster University, Lancaster, UK	October 2021 – December 2021

## References

References are available upon request.

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